

OFFICIAL MINUTES

**Long-Range Facilities Master Plan  
Oversight Committee**  
San Gabriel Unified School District  
San Gabriel, CA  
March 17, 2011  
7:05 p.m.

The Long-Range Facilities Master Plan Oversight Committee of San Gabriel Unified School District in Los Angeles County met in a regular session at the time and on the date above with attendance as follows:

Present:	Jerry Schwartz	Chairman
	Wayne San Filippo	Vice Chairman
	Mike Cammarano	Member
	John Eccelston	Member
	Eric Kirchhoff	Member
	Carolyn Richie	Member
	Cynthia Juvinal	Member
	Denise Menchaca	Governing Board President / Board Liaison
Absent:	Hugo Correa	Member
	Matthew Najera	Member
	David Smith	Member
	Carolyn Weirick	Member
	John Wu	Member
	Colleen Doan	Governing Board Member / Board Liaison
Others Present:	Tom Chan	Principal, Washington Elementary
	Bill Gile	Director of Maintenance and Operations
	Jan Canfield	Director of Educational Services
	Khai Nguyen	Director of Technology

**I. GENERAL FUNCTIONS**

**A. Call to order**

Chairman Jerry Schwartz called the meeting to order at 7:05 p.m. and Carolyn Richie led the Pledge of Allegiance. Members briefly introduced themselves.

**B. Approval of Meeting Minutes**

- i. The minutes for the October 21, 2010 meeting were tabled to a future meeting.
- ii. The minutes for the November 4, 2010 meeting were approved with spelling correction: motion by Wayne San Filippo, seconded by Eric Kirchhoff. Motion carried with a 7-0 vote.

- iii. The minutes for the December 16, 2010 meeting were approved: motion by Wayne San Filippo, seconded by John Eccelston. Motion carried with a 7-0 vote.
- iv. The minutes for the January 20, 2011 meeting were approved: motion by Wayne San Filippo, seconded by Mike Cammarano. Motion carried with a 7-0 vote.
- v. The minutes for the February 3, 2011 special New Member Orientation meeting were tabled to a future meeting.
- vi. No minutes for the cancelled February 17, 2010 meeting.

Bill Gile reported the audit findings: Oversight Committee's minutes were 5 months behind, an unacceptable situation. Chairman Schwartz explained the delay has been caused by lack of a quorum, which does not allow the minutes to be formally approved, as they are not posted until after approval. It was agreed minutes would be sent to Cynthia Bracamonte while unofficial and posted as a "draft."

**C. Permission from Members to Publicly Post Email Address and Contact Numbers**

Members agreed to posting their names, school represented, etc. but they would prefer no personal contact information posted online. Carolyn Richie suggested a single District email for the oversight committee.

**D. Requests to address the Committee; Public Comment:**

There were none.

**E. Next Meeting: April 21, 2011 Regular Meeting**

**II. Special Presentations:**

- A. Presentation from Khai Nguyen, Director of Technology regarding Districtwide technology status, including answering questions from committee members.

**III. REPORTS**

**A. Chairman's report:**

Chairman Schwartz announced Jefferson Middle School Media Center ribbon cutting the previous evening went very well. He reminded those present that there are 2 vacancies on the Oversight Committee, the application are on the District web site. Please encourage applicants to attend a meeting before submitting their name.

**B. McKinley Elementary School / LPA Architects report: Cynthia Juvinall**

L.P.A. will attend our next regular meeting April 21, 2011 to present the status of McKinley E.S. plans. Cynthia reported she has attended all planning meetings of staff and architects at the school and they are progressing well.

#### IV. DISCUSSION ITEMS

##### A. Update on Construction Projects and Revised Construction Schedule for 2011

Bill Gile requested authorization to advertise for Bid for remaining work for both Washington Elementary and Jefferson Middle School.

*Motion to add an agenda item to recommend authorization to advertise for Bids for remaining work for both Washington Elementary and Jefferson Middle School to the District Board was made by Wayne San Filippo, seconded by Carolyn Richie, and motion carried unanimously.*

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An update of current projects was passed out on behalf of Marla Nadolney, District Project Manager:

#### UPDATE OF CURRENT PROJECTS-MEASURE A

##### GABRIELINO HIGH SCHOOL

###### **Design Committee Meetings**

Meeting with principal and staff was held on February 9, 2011 to introduce the LPA team, review the goals for the project, establish a meeting schedule and tour the site. Next meetings are set for March 21, April 4, April 18, May 2 from 3:00-4:30 p.m. Schematic Design Presentation planned for May 10<sup>th</sup> Governing Board Meeting.

##### DEL MAR HIGH SCHOOL

###### **Bus Depot Conversion**

Site concrete and asphalt are complete; flagpoles, basketball backboard, exterior tables, exterior lights, chain link fence are complete; installation of metal fence and gates are ongoing; installation of HVAC units and ductwork, electrical light fixtures, casework, ceiling grid is almost complete. All finishes, fixtures and toilet partitions in restrooms are complete. Contractor has exceeded end date and has requested time extension.

##### JEFFERSON MIDDLE SCHOOL

###### **Media Center and Courtyard**

Contractor continues to work on punch list items. Approval of Notice of Completion is planned for April 12<sup>th</sup> Governing Board Meeting.

###### **Fitness Building/Tennis Courts/Track and Field**

DSA approved documents for the Fitness Building/Tennis Courts have been reviewed by staff. Track and Field changes from architect are due next week for staff review. Bid documents need to be revised per PSA requirements. Authorization to Call for Bids is planned for April 12<sup>th</sup> Governing Board Meeting.

###### **Administration Building and Campus Upgrades**

Drawings submitted to DSA for intake.

##### COOLIDGE ELEMENTARY SCHOOL

###### **No work at this time**

MCKINLEY ELEMENTARY SCHOOL

**Design Committee Meetings**

Meeting with principal and staff was held on February 11, 2011 to introduce the LPA team, review the goals for the project, establish a meeting schedule and tour the site. Two meetings have been held since, March 2<sup>nd</sup> and March 16<sup>th</sup>. Next meetings are set for April 13, April 25 from 3:00-4:30 p.m. Schematic Design Presentation is planned for May 10<sup>th</sup> Governing Board Meeting.

ROOSEVELT ELEMENTARY SCHOOL

**No work at this time**

WASHINGTON ELEMENTARY SCHOOL

New library, kindergarten, drop-off

Bid documents need to be revised per PSA requirements. Bid and construction schedule start pending hiring of CM firm.

WILSON ELEMENTARY SCHOOL

No work at this time

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Tom Chan asked how schools have spent “major maintenance” funds from ‘Measure S’ funding. Chairman Schwartz will follow up on bond language as to what is allowed.

*(New section added via committee vote)*

**V. ACTION ITEM:**

**A. Recommendation to Governing Board to Authorize to Advertise for Bids for Remaining work for both Washington Elementary School and Jefferson Middle School**

*Motion to recommend authorization to advertise for Bids for remaining work for both Washington Elementary and Jefferson Middle School to the Board, was made by Wayne San Filippo, seconded by Carolyn Richie, and motion carried unanimously.*

**IV. DISCUSSION ITEMS** *(continued)*

**B. Report on Construction Management RFP**

Wayne San Filippo reported that Padilla & Associates were recommended by the interview panel to be selected as manager for the PSA administration for \$95,000 to oversee compliance.

**VI. ADJOURNMENT**

Chairman Schwartz moved and Carolyn Richie seconded, motion carried, and the meeting adjourned at 9:10 p.m.